



REQUEST FOR PROPOSALS

RFP 0634-240

Project Title: ***Conference Logistics Planner***

Estimated Contract Period: January 2, 2006 through June 30, 2009. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Budget and Revenue projected for 2007 is
~~\$ 395,438.00~~ **\$468,000.00**

Budget and Revenue projected for 2008 and 2009 could be variable and depend on collaborating agency budgets but tentatively should not be significantly different from the budget for 2007.

Letter of Intent Due Date: The letter of intent whether mailed or hand delivered must arrive by 3:00 p.m. Pacific Standard time on October 27, 2007. Faxed letters WILL NOT be accepted. E-mailed letters WILL NOT be accepted.

Submit letter of intent To: **Letter of intent delivered by Mail:**
Sheila Anderson (DSHS ASD), RFP
Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
PO BOX 45811
Olympia, WA 98504-5811

**Letter of intent delivered by Express /
Hand Delivery, Or Courier:**

Sheila Anderson (DSHS ASD), RFP
Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
4500 10th Avenue SE
Lacey, WA 98503

Proposal Due Date:

All Proposals whether mailed or hand
delivered must arrive by **3:00 p.m.** Pacific
Standard time on ~~November 15, 2007~~
December 8, 2006
Faxed bids WILL NOT be accepted.
E-mailed bids WILL NOT be accepted.

Submit Proposal To:

Proposal Delivered by Mail:

Bonnie Lindstrom (DSHS ASD), RFP
Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
PO BOX 45811
Olympia, WA 98504-5811

**Proposal delivered by Express / Hand
Delivery, Or Courier:**

Bonnie Lindstrom (DSHS ASD), RFP
Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
4500 10th Avenue SE
Lacey, WA 98503

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SECTION I. INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSALS

The State of Washington, Department of Social and Health Services (DSHS) intends to issue a Request for Proposal (RFP) to recruit the services of an experienced conference planner. The successful candidate shall ensure the planning, coordination and implementation of four (4) DSHS Division of Alcohol and Substance Abuse (DASA) statewide conferences during 2007. These conferences include:

- Saying Out Loud Conference, May 2007
- Addictions Treatment Institute, July 2007
- Co-Occurring Disorders Conference, September 2007
- Prevention Summit, October 2007

The funding for the conferences project is a collaborative effort with the various state agencies that support the conferences by allocating monies and resources to each conference in which they participate. The agencies that have historically supported the conferences include the following Department of Social and Health Services agencies: Aging and Disability Services Administration, Juvenile Rehabilitation Administration, Children Services Administration, Mental Health Division, and the Division of Alcohol and Substance Abuse. Other state agencies that also participate are the Washington State Department of Corrections, the Office of the Superintendent of Public Instruction, and the Department of Health. Due to the changing nature of agency budgets, the amount of funding for each conference can vary and final co-sponsoring agencies contributions may not be funded until early 2007.

There will be one contract awarded to provide for the four statewide conferences.

B. BACKGROUND

The Division of Alcohol and Substance Abuse (DASA) is a component of the Health and Recovery Services Administration (HRSA) of the Department of Social and Health Services of the State of Washington. The Mission of DSHS is to improve the quality of life for individuals and families in need. DASA supports the DSHS mission by helping people to achieve safe, self-sufficient, healthy, and secure lives.

Through these four conferences, DASA promotes strategies that support healthy lifestyles by preventing the misuse of alcohol, tobacco, and other drugs, and support recovery from the disease of chemical dependency.

These conferences further enhance the state of Washington's reputation of being one of the foremost-recognized leaders in the treatment of chemical dependency and prevention of substance abuse in the country.

These conferences provide an opportunity for multi-disciplinary professionals involved in the field of substance abuse treatment and prevention to receive training from local and national experts. The information gleaned is high quality, research-based, and is focused on evidenced based practice models. There is also an opportunity to participate in a collegial environment in which attendees are able to meet and discuss similar issues with people from a variety of disciplines and agencies.

C. PROJECT SCOPE

The scope and intent of this project is to ensure the planning, coordination and implementation of four (4) DSHS Division of Alcohol and Substance Abuse (DASA) statewide conferences during 2007. The Scope of the project shall include the following conferences:

1. Saying Out Loud Conference, May 2007

Description: Projected Attendance: 250

Goals: Promote the building of partnerships and service models that span the fields of chemical dependency treatment, substance abuse prevention and mental health. Provide information on the national, state, and local resources available to support Gay, Lesbian, Bisexual, Transgender, and Questioning (GLBTQ). GLBTQ individuals with substance abuse and mental health concerns. Foster a greater awareness of the range and scope of interventions and services needed to address the unique needs of GLBTQ individuals.

Projected DASA/ Partners Funds	\$15,000.00
Projected Registration Income	NA (No fee)
Projected Total	\$15,000.00

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2. Addictions and Treatment Institute, July 2007

Description: Projected Attendance: 300

Goals: To bring the treatment community the evidenced based practice information related to the treatment of addictions. This includes involving state social service agencies/divisions,

bringing local and national presenters with current and relevant information to Washington State and to support collaboration/integration among the agencies social service agencies as well as the Washington State Department of Corrections.

Projected DASA /Partners Funds	\$35,000.00	<u>\$95,000.00</u>
Projected Registration Income		\$78,000.00
 Projected Total	 \$113,300.00	 <u>\$173,000.00</u>

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3. Co-Occurring Disorders Conference, September 2007

Description: Projected Attendance: 350

Goals: To bring CO-Occurring Disorder evidence based practice information to state social service agencies/divisions, bringing local and national presenters with current and relevant information to Washington State and to support collaboration/integration among the agencies social service agencies as well as the Washington State Department of Corrections.

Projected DASA/Partners Funds	\$30,000.00	<u>\$48,250.00</u>
Projected Registration Income		\$32,750.00
 Projected Total	 \$62,750.00	 <u>\$81,000.00</u>

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4. Prevention Summit, October 2007

Description: Projected Attendance: 750

Goals: The Washington State Prevention Summit is held once a year when the Prevention Community comes together to reflect on past successes, learn new strategies, and network with a variety of people. Goals are also to bring to the substance abuse prevention community the evidenced based practice information to state public schools, educational centers, social service agencies/divisions, bring local and national presenters with current and relevant information to Washington State. The Prevention Summit strives to support prevention efforts and collaboration/integration among the prevention agencies and social service agencies.

Projected DASA Partners Funds	\$85,000.00	<u>\$160,000.00</u>
Projected Registration Income		\$39,000.00
 Projected Total	 \$124,000.00	 <u>\$199,000.00</u>

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Projected Budget and Registration Income:

DASA and Partners Funds:	\$237,619.00 <u>\$318,250.00</u>
Registration income:	\$150,550.00 <u>\$ 149,750.00</u>

Total Projected Revenue:	\$ 395,438.00 <u>\$468,000.00</u>
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D. PROJECT DELIVERABLES

The Successful Bidder shall be responsible for submitting the following deliverables (X indicates the item is required):

Deliverable	Saying it out	Treatment	Prevention	COD
Coordination of pre-conference planning meetings with DASA conference planning staff.	x	x	x	x
Marketing Materials web-sites, e-mail, save-the-date notices, etc	x	x	x	x
Facility procurement and Contract		x	x	x
Food procurement		x	x	x
Program Printing, Layout, Name Badges Certificates and Distribution	X Certificates and name badges only	x	x	x
Keynote Speaker Contracts Pay Honorariums	x	x	x	x
Online Evaluations	x	x	x	x
On Line Registration	x	x	x	x
Staffing the Conferences		x	x	x
Audio/Video (AV) Equipment Coordination		x	x	x
Participant Confirmation	x	x	x	x
Security where appropriate			x	
Chaperone Training/Rules when appropriate			x	
On-Site Liaison with Facility Manager		x	x	x
Final Report	x	x	x	x

E. MINIMUM QUALIFICATIONS

- ~~• The Bidder must be licensed to do business in the State of Washington or obtain a Master Business License through the Department of Licensing; if a corporation, it must also be registered with the Secretary of State.~~
- The successful bidder shall have at minimum 5 years of demonstrated successful experience in planning and implementing conferences.
- Provide three references and contact information for entities for which bidder has provided conference logistics over the last 5 years.
- Provide examples of experience in marketing strategies bidder has developed to promote conference or other events.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

SECTION II. GENERAL INFORMATION

A. PROCUREMENT CONTACT INFORMATION

Upon release of this RFP, all communications concerning this RFP must be directed only to the RFP Coordinator listed below. Any communication directed to DSHS staff, or its consultant, other than the RFP Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFP Coordinator.

Contact: **Bonnie Lindstrom**, RFP Coordinator
Department of Social & Health Services
Administrative Services Division / Central Contract
Services

Mailing Address: P.O. Box 45811
Olympia, Washington 98504-5811

Physical Address: 4500 10th Avenue SE
Lacey, Washington 98503

Telephone: (360) 664-6054

FAX: (360) 664-6184

E-mail Address: Lindsbx@dshs.wa.gov

B. ACCEPTANCE OF RFP TERMS

A Proposal submitted in response to this RFP shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed Bidder Information, Certificates and Assurances Form attached hereto as Exhibit B. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and DSHS' RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

C. PROCUREMENT SCHEDULE

The Procurement Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will post any amended schedules on the DSHS Procurement website.

Figure 1. PROCUREMENT SCHEDULE

Item	Action	Date
1.	Issue RFP	October 17, 2006
2.	Letter of Intent See Pg. 1 for submittal address	October 27, 2006
2.	Last Date for Accepting Bidder Written Questions by 3:00 PM Pacific Standard Time	November 22, 2006
3.	Issue Response to Written Questions No Later Than	November 28, 2006
4.	Proposal Submission Due by 3:00 p.m. Pacific Standard time	<u>December 8, 2006</u>
5.	Proposal Evaluation	<u>December 12 & 13 2006</u>
6.	Oral Presentations, If Required	<u>December 18, 2006</u>
7.	Notify Apparently Successful Bidder	<u>December 20, 2006</u>
8.	Notify Unsuccessful Bidders	<u>December 20, 2006</u>
9.	Begin Contract Negotiations	<u>December 20, 2006</u>
10.	Bidder's Request for Debriefing Due by 3:00PM	<u>December 22, 2006</u>
11.	Hold Debriefing Conferences	<u>December 28, 2006</u>
12.	Bidders' Protest(s) Due by 3:00 PM	<u>January 5, 2006</u>
13.	Contract Execution	<u>Anticipated mid-January, 2007</u>

D. CONTRACT

DSHS intends to award one contract to provide the services described in this RFP. The Contract term shall be through June 30, 2009 commencing upon the date of execution of the contract by DSHS. **DSHS reserves the right to amend this contract for two (2) additional one-year terms.** Please note that the budget is for 2007 only; budget for subsequent years (2008 and 2009) is to be negotiated with DASA agency partners. Amendments extending the period of performance if any, shall be at the sole discretion of DSHS. Specific restrictions

apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a Proposal.

~~E. INSURANCE~~

~~The Apparently Successful Bidder must comply with the insurance requirements identified in the sample contract attached hereto as Exhibit G.~~

F. CONTRACT AMENDMENT

Additional services that are appropriate to the scope of this RFP, as determined by DSHS, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both DSHS and the Contractor.

G. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFP shall become the property of DSHS. All proposals, quotes, lists, evaluation documents and other documents that make up this Procurement shall remain confidential until 1) DSHS makes it available to the public pursuant to RCW 42.17, or 2) the contract, if any, resulting from this RFP is signed by DSHS and the Apparently Successful Bidder. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement on the Letter of Submittal identifying each page of the proposal, which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page, which contains any proprietary information.

If DSHS receives a request to view or copy a bidder's proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in any proposal without giving the bidder ten (10) days notice to seek a court injunction against the disclosure. Bidders may not mark their entire proposal proprietary.

H. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFP, any related amendment(s), and any questions and answers must be directed through the RFP Coordinator.

I. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFP Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Procurement Schedule. Questions and Answers will be posted as amendment to the solicitation on the DSHS Procurement website.

J. RFP AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFP. Amendments will be posted on the DSHS Procurements Web site, if applicable. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in time shall be controlling.

K. RETRACTION OF THIS RFP

DSHS and the State of Washington are not obligated to contract for the services specified in this RFP. DSHS reserves the right to retract this RFP in whole, or in part, at any time without penalty.

L. SUBMISSION OF PROPOSALS

Proposals must be prepared and submitted no later than ~~November 15, 2006~~ **December 8, 2006**, which is the proposal submission date and time specified in the Procurement Schedule. The proposal is to be sent to the RFP Coordinator, either by mail or hand delivery, at the address specified in Section II.A., Procurement Contact Information. DSHS will not accept any proposal submitted by fax. DSHS will not accept any proposal submitted by email.

Bidders should allow sufficient time to ensure timely receipt by the RFP Coordinator. The Bidder assumes the risk for the method of delivery and for any delay in the mailing or delivery of the proposal. DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date and time. All proposals and any accompanying documentation become the property of DSHS and will not be returned.

M. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. DSHS may reject or withdraw a proposal at any time as non-responsive for any of the following reasons:

- Incomplete proposal;
- Submission of alternative proposals;

- Failure to comply with any part of this RFP or any exhibit to this RFP;
- Submission of incorrect, misleading, or false information.

N. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

O. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparing, submitting or presenting a proposal for this RFP.

P. JOINT PROPOSALS

If a bidder submits a joint proposal, with one or more other bidders, a prime bidder must designated. The prime bidder will be DSHS' sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

Q. EXHIBITS

Exhibits to this RFP are:

- Exhibit A - Definitions
- Exhibit B - Bidder Information, Certifications and Assurances Form
- Exhibit C - Sample Contract
- ~~Exhibit D - Checklist for Responsiveness~~
- Exhibit E- Past Year Conference Programs

You should be sure that you have downloaded a complete copy of this RFP and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs>; if you are unable to download the documents, you should contact the designated RFP Coordinator.

It is not a ground for protest if your copy of this RFP should be missing any exhibit or pages of the RFP.

R. WITHDRAWAL OF PROPOSALS

After a Proposal has been submitted, Bidders may withdraw a proposal at any time up to the proposal submission date and time specified in the Procurement Schedule. A written request signed by an authorized representative of the Bidder must be submitted to the RFP Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

S. NOTIFY APPARENTLY SUCCESSFUL BIDDER

DSHS will notify the Apparently Successful Bidder on or about the date and time specified in the Procurement Schedule of the selection of the Apparently Successful Bidder by written notice via mail, e-mail and/or fax. DSHS will notify separately the Unsuccessful Bidders on or about the date and time specified in the Procurement Schedule of the non-selection of the Unsuccessful Bidder by written notice via mail, e-mail and/or fax.

T. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFP Coordinator by mail, e-mail, or fax by the date specified in the Procurement Schedule, Section II.C., Figure 1. Debriefing conferences will be held on ~~December 15, 2006~~ **December 28, 2006**. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal based on evaluators' comments; and
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Identification of the other Bidders, their proposals or evaluations will not be allowed.

U. PROTEST

Protests may be made only after DSHS has sent notification to the Apparently Successful Bidder and to the unsuccessful bidders. In order to submit a protest under this RFP, a Bidder must have submitted a Proposal for this RFP, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

1. GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFP document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

2. PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;
- The RFP number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation you offer to support your protest.

3. SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFP Coordinator using the same mailing or delivery address provided in this RFP for submitting your proposal. Protests may not be submitted by fax or email. DSHS must receive the written protest within **five (5)** business days after the debriefing conference.

4. PROTEST PROCESS

The RFP Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- This RFP and any amendments, your proposal, the evaluators' scoring sheets, and any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFP Coordinator.

- DSHS will send you a written decision within five (5) business days after DSHS receive your protest, unless more time is required to review the protest and make a determination. The protesting Bidder will be notified by the RFP Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

- 1) Find that your protest lacks merit and uphold DSHS' actions;
- 2) Find that any errors in the RFP process or in DSHS' conduct did not influence the outcome of the RFP, and uphold DSHS' actions;
- 3) Find merit in the protest and provide options for corrective action by DSHS, which may include:
 - That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
 - That DSHS reissue the RFP document; or
 - That DSHS make other findings and take such other action as may be appropriate.

V. EXECUTION OF THE CONTRACT

If you are the Apparently Successful Bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as Exhibit C.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFP and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked finalist.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

If at contract award or anytime thereafter any specifically named individual(s) identified in the Proposal to work on this engagement are not available, DSHS has the right to approve or reject any change in Contractor personnel.

SECTION III. PROPOSAL CONTENTS

A. PROPOSAL CONTENTS

The four major sections of the proposal are to be submitted in the order noted below in Section III.C., Contents of Binders.

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the four sections are described below. All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

B. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.
- A font size not less than 12 point must be used.
- Proposals must be submitted in separate three-ring binders as specified in Section III.C., Contents of Binders, with tabs separating the major sections of the Proposal, and your name on the front cover or title page of each binder.
- Identify each copy of your proposal by including Proposal to RFP #0634-240; the title of this RFP Conference Logistics Planner, and your name on the front cover.

C. CONTENTS OF BINDERS

Submit one binder marked "Original" and five (5) binders marked "Copy". Include with your "Original" binder, one soft copy in Microsoft Word 2000 file format on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette), with a label on the CD or diskette identifying your name and RFP #0634-240 of your proposal. All copies of your proposal should contain the following:

- Table of Contents
- Section 1: Administrative Requirements.
- Section 2: Technical Proposal
- Section 3: Management/Experience and Qualifications Proposal
- Section 4: Cost Proposal

D. ADMINISTRATIVE REQUIREMENTS (SECTION 1 OF PROPOSAL BINDER)

Please respond to each item in the same order in which they appear.

1. Letter of Submittal

Bidders must submit a prepared and signed submittal letter on Bidder's official business letterhead stationery. The submittal letter must be included as the first page of Section 1. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of RFP# 0634-240.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFP;
- A detailed list of all materials and enclosures included in your Proposal;
- A list of all RFP amendments downloaded by the Bidder from the DSHS Procurements Web site, if applicable, and listed in order by amendment number and date. If there are no RFP amendments, include a statement to that effect;
- The Bidder's guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days;
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Any statements you wish to convey to the RFP Coordinator, including any variations between your proposal and the RFP.

2. Bidder Information, Certificates and Assurances Form

A completed Bidder Information, Certificates and Assurances Form Exhibit B. Please sign and include any attachments that are necessary.

3. Reference Section

Provide a list of at least three (3) references of entities for which your agency have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you provided them in the past. References will only be contacted for finalist(s).

E. TECHNICAL PROPOSAL (SECTION 2 OF PROPOSAL BINDER)

General Requirements: In this section of the proposal, the Bidder is to provide a description of the proposal, which is consistent with the goals and objectives of the project and demonstrates the bidder's understanding of the skills and resources required to successfully accomplish the objectives of the project and assure timely completion of deliverables.

Numbering of Responses: Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the bidder's response to the question. A reference to another section will not suffice, each answer must stand-alone.

Attachments: Attachments must be labeled and tabbed and the question number to which it responds must be indicated.

Failure to follow the above instructions may result in any or all of a bidder's responses to the following questions being considered as non-responsive, and scored accordingly, or may result in the bidder's proposal being rejected as non-responsive.

Please respond to each question in the same order in which they appear.

Questions

1. Provide an executive summary (2-3 pages) which describes the Bidder's plan in terms of project approach, perspective, staffing, skill levels, and overall Work Description, which demonstrates that the Bidder understands the scope and objectives of the project.
2. Provide a detailed work plan with key action steps, timelines, deliverables and identification of project staff devoted to completion of action items, which includes the specific components of the project outlined by conference in the sections of this RFP entitled Project Scope and Deliverables.

**F. MANAGEMENT, EXPERIENCE AND QUALIFICATIONS PROPOSAL
(SECTION 3 OF PROPOSAL BINDER)**

General Requirements: In this section of the proposal, the Bidder is to discuss project organization and the knowledge, skills, abilities, and experience of the proposed team members. Bidders and their key team members must have conducted a minimum of three (3) successful conference development and implementation projects. The Bidder must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior written approval of the DASA. The contract resulting from this procurement will require that any change in key staff (as identified in Bidder's response to this procurement) will be subject to prior DASA acceptance.

Numbering of Responses. Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the bidder's response to the question. A reference to another section will not suffice, each answer must stand-alone.

Attachments. Attachments must be labeled and tabbed and the question number to which it responds must be indicated.

Questions

1. Describe your experience as an agency in planning, coordinating, and implementing conference events in the social services field or other conference events. Clearly describe the scope and scale of those projects.
2. Describe your experience researching and negotiating contracts to include securing venues, services, and managing on-site requirements as required by the contractor.
3. Provide a description of the proposed project staffing/organization and who will manage your team during the course of the project, including any subcontractors.
4. Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Attach resumes' for the named staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.
5. Describe the Bidder's policies, plans, and intentions concerning continuity of personnel assignments throughout the performance of any contract resulting from this procurement. Address how availability of any of the proposed staff for this project could be impacted from existing contracts to which they are currently assigned or from other

potential contracts for which they are proposed. Where such cases exist, identify the priority the DASA would have in cases of conflict. Discuss the Bidder's plans to avoid and minimize the impact of staff changes. Identify planned back-up staff assignments.

6. Present a description of the Bidder's specific experience in providing post conference reporting of information from completed projects, which are similar in scope to this RFP. Please attach any specific examples.

G. COST PROPOSAL (SECTION 4 OF PROPOSAL BINDER)

General: In this section of the proposal, the Bidder is to identify all costs including expenses to be charged for performing the tasks necessary to accomplish the objectives of the contract for each phase. The cost proposal must be based on the deliverables and scope of work. It must reflect all costs associated with meeting the requirements and services listed in the RFP and being offered by the Bidder as part of the Bidder's response. Evaluation of the cost proposal will be based upon the total fee for the project in accordance with the scoring section. Prices quoted shall remain fixed for the duration of the contract executed as a result of this RFP. Bidders are required to collect and pay Washington State sales tax, if applicable.

Numbering of Responses. Please number each response so that it corresponds to the question number. The response must begin with a restatement of the question followed by the bidder's response to the question. A reference to another section will not suffice, each answer must stand-alone.

Attachments. Attachments must be labeled and tabbed and the question number to which it responds to must be indicated.

Points Awarded for Responses. The number in parentheses after each question or requirement represents the maximum number of points that may be awarded for the bidder's response to that question or requirement. **The total number of available points is 40.** The final score for the cost proposal will be computed as follows:

- 0-10 points will be awarded for question 1 based on the bidder's provision of a sufficiently detailed budget which is consistent with the project staffing provided in Section F.
- The remaining 30 points will be awarded for question 1 by dividing the lowest responsive net financial cost by the Bidder's net financial cost. The result of these calculations will be multiplied by the remaining 30 financial points available. See the example below:

Example:

Lowest bid = \$20,000

Bidder's bid = \$25,000

\$20,000 divided by \$25,000 = 0.80

0.80 times 30 points possible = 24 points for the cost proposal

Question

1. Provide a fully detailed budget, speaker fees, venue costs and all other expenses incurred in providing the required deliverables. Budget should include a breakout of staffing costs by personnel, and administrative/overhead expenses assigned to each person working on the conference logistics project.

Note: Indirect costs of the project cannot exceed 10%.

Failure to follow the above instructions may result in any or all of a bidder's responses to the following questions being considered as non-responsive, and scored accordingly, or may result in the bidder's proposal being rejected as non-responsive.

SECTION IV. EVALUATION

A. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this Procurement and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, will select finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

B. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFP. If your proposal does not meet all Administrative Requirements for this RFP, DSHS may consider your proposal non-responsive and withdraw it from consideration at any time. Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

C. SCORING OF PROPOSALS

The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

WRITTEN PROPOSAL

Technical Proposal –	<u>30</u> %	<u>30</u> Points
Experience and Qualifications-	<u>30</u> %	<u>30</u> Points
Cost Proposal –	<u>40</u> %	<u>40</u> Points

Sub-Total (for Written Proposal)	<u>100</u> Points
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Oral Presentations [finalist(s) only]	<u>20</u> Points
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References [finalist(s) only]	<u>10</u> Points
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TOTAL	<u>130</u> Points
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Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final Total Evaluation Score will be the average points awarded in all categories.

D. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. The RFP Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFP. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFP requirements and evaluation criteria.

E. FINAL DETERMINATION OF APPARENTLY SUCCESSFUL BIDDER(S)

DSHS program staff and/or management may conduct a final review of the evaluation and scoring of finalist(s).

In this final review, DSHS may consider past or current performance of any DSHS contracts by a finalist(s) and any experience of the program or DSHS in working with a finalist(s) under any past or current contract with DSHS.

DSHS management shall make the final determination as to which bidder(s), initially designated as finalist(s), shall be officially selected and notified as the Apparently Successful Bidder(s) under this Procurement.

In doing so, DSHS management shall be guided, but not bound, by the scores awarded by the evaluators. Program staff and DSHS management shall determine which proposals reviewed during this final selection process will best meet the needs of DSHS and, specifically, the needs of the Health and Recovery Services Administration, Mental Health Division.

Any bidder who would be an Apparently Successful Bidder based on the scores awarded by the evaluators, and who is not selected, shall be provided, upon request, with the reasons for selecting a bidder with a lower final score.